



Office of Management and Budget/Human Resource Management

**Vocational Rehabilitation Counselor Assistant I
(#MDDT01) \$23,986.00 Yearly Min / \$29,983.00 Yearly Mid /
\$35,980.00 Yearly Max**



[Email Me when a Job Opens for the above position\(s\)](#)

Summary Statement

A class incumbent assists professional vocational rehabilitation staff in providing service to and in monitoring the progress of blind and visually impaired consumers throughout the rehabilitation process.

Nature and Scope

Under close professional supervision, the class incumbent is responsible for providing rehabilitation services of a routine nature for blind and visually impaired consumers. The position is assigned specific duties that assist the vocational rehabilitation professional in planning and coordinating rehabilitation services. Incumbents in this class collect diagnostic evaluation data, schedule appointments and transportation, perform screening tests, provide information on community resources, prepare referral forms and maintain records. A significant aspect of the class is to maintain regular contact with consumers to monitor progress in various programs, assess needs for equipment, aids and services, and make recommendations to professional staff on consumers' needs and responses to services. In addition, the position monitors job openings through state postings and newspaper ads, makes initial contact with employers and refers company leads to the professional for job development.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Monitors consumer progress throughout the rehabilitation process. Contacts consumers to assess needs. Provides reports of consumer contacts.
- Develops and maintains records of community resources to assist rehabilitation professional in caseload management

- Schedules diagnostic evaluations and training for consumers.
- Conducts routine low vision screening tests. Assesses needs for adaptive equipment and services. Makes appropriate recommendations to professional staff.
- Arranges transportation for consumers to keep appointments, attend training and get to employment sites. Maintains records of transportation charges and billings.
- Resolves vendor and/or consumer fiscal complaints with appropriate staff.
- Provides job leads to professionals for job development.
- Provides job coaching to assist consumers in learning job duties. Provides simple job modifications to enable independent functioning on job or in training.
- May conduct intake interviews and perform related duties as assigned by supervisor.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of manual and computerized record keeping methods and techniques.
- Knowledge of report preparation and maintenance.
- Knowledge of community resources.
- Ability to learn agency function and vocational rehabilitation procedures.
- Ability to learn and apply applicable laws, rules, regulations and policies.
- Ability to establish and maintain rapport with consumers.
- Ability to elicit and disseminate information.
- Ability to maintain accurate records and prepare reports.
- Ability to learn and perform low vision screening tests.
- Ability to learn to operate a variety of adaptive equipment.
- Ability to learn and apply job coaching, job modification and crisis intervention techniques.

Job Requirements

JOB REQUIREMENTS for Vocational Rehabilitation Counselor Assistant I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Knowledge of health or human services support such as interviewing clients and assessing personal, health, social or financial needs in accordance with program requirements or coordinating with community resources to obtain client services.
2. Knowledge of record keeping.



Office of Management and Budget/Human Resource Management

**Vocational Rehabilitation Counselor Assistant II (#MDDT02) \$25,663.00 Yearly
Min / \$32,079.00 Yearly Mid / \$38,495.00 Yearly Max**



[Email Me when a Job Opens for the above position\(s\)](#)

Summary Statement

A class incumbent assists professional counselors in providing and coordinating vocational rehabilitation services for blind and visually-impaired consumers to enable placement in the competitive job market.

Nature and Scope

A class incumbent performs all assigned duties under close professional supervision and is responsible for providing complex rehabilitation services to blind and visually-impaired persons. A class incumbent interviews persons applying for vocational rehabilitation services to determine eligibility when needed, collects relevant vocational, educational and other pertinent information, and provides significant input to supervising vocational rehabilitation counselors for development of individualized rehabilitation plans and authorization for expenditure of case service funds. Other significant aspects of the class include job coaching, counseling and referring consumers to various public/private agencies for rehabilitation services and other assistance and monitoring consumer problems and progress.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts interviews of applicants for vocational rehabilitation services to determine eligibility, as assigned. Makes recommendations to professional staff on consumer needs and assists in developing rehabilitation plans.
- Requests, reviews and compiles relevant medical, educational and vocational information used in determining eligibility for vocational rehabilitation services.
- Conducts low vision screening tests and determines need for adaptive aids. Maintains inventory of low vision adaptive equipment.
- Develops and maintains close working relationships with medical, treatment and training facilities, other agencies, and employers to coordinate the procurement of rehabilitation services or employment, and to follow up on consumer progress.

- Maintains close contact with consumers throughout the rehabilitation process. Provides job coaching, vocational and supportive counseling and crisis intervention to motivate consumers, as needed. Provides follow-up contact in post-closure cases.
- Develops job leads and refers to appropriate person for development.
- Provides information to consumers on the availability and utilization of community resources for financial aid, housing, transportation and job search assistance.
- Prepares case documentation and required reports.
- Conducts quality control and case closure audits. Ensures compliance with applicable regulations.
- Attends educational planning meetings for students in transition to provide input for services in absence of counselor.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of applicable laws, rules, regulations and procedures.
- Knowledge of community resources.
- Knowledge of casework procedures.
- Knowledge of principles and techniques of counseling.
- Knowledge of job coaching, job modification and crisis intervention techniques.
- Knowledge of adaptive aids and equipment for the visually-impaired.
- Skill in conducting interviews.
- Skill in oral and written communication.
- Skill in assessing visual acuity problems and determining needs for adaptive aids and equipment.
- Ability to analyze and interpret medical and vocational data.
- Ability to maintain working relationships with facilities, families and medical community.
- Ability to maintain accurate records and to prepare reports.
- Ability to deal with people of all educational levels.

Job Requirements

JOB REQUIREMENTS for Vocational Rehabilitation Counselor Assistant II

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in interviewing which includes using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.
2. Six months experience in record keeping.

3. Six months experience in applying laws, rules, regulations, standards, policies and procedures.
4. Knowledge of career counseling which includes assisting hard to serve job seekers to develop realistic and achievable employment goals; interviewing to obtain facts and explore issues; identifying obstacles or barriers to employment and jointly formulating employability development plans directed at employment outcomes.
5. Knowledge of vocational rehabilitation.



Office of Management and Budget/Human Resource Management

**Vocational Rehabilitation Job Placement Specialist
(#MDDZ74) \$27,458.00 Yearly Min / \$34,323.00 Yearly Mid /
\$41,188.00 Yearly Max**



[Email Me when a Job Opens for the above position\(s\)](#)

Summary Statement

A class incumbent is responsible for interviewing, assessing and placing mentally/developmentally disabled patients in an appropriate sheltered workshop or referring for suitable outside employment.

Nature and Scope

A class incumbent performs with supervision from an administrative supervisor and is responsible for providing services to mentally/developmentally disabled patients to aid in their vocational rehabilitation. An incumbent receives referrals from doctors and social workers and conducts vocational assessments of patients to place in a sheltered workshops or refer for outside employment. Contacts include mentally/developmentally disabled patients who have been diagnosed as being stable, Sheltered Workshop personnel, outside agencies and employers, and other personnel engaged in the assessment, treatment and rehabilitation of patients.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts vocational assessments of stable, mentally/developmentally disabled patients and places in suitable sheltered workshop employment. Works with other state agencies to make referrals for outside employment or other services,

as necessary. Completes required forms.

- Completes and processes paperwork for sheltered workshop employment.
- Interacts with sheltered workshop and outside employers to follow-up on placed individuals and to develop jobs.
- Maintains case files on patients. Monitors patient progress and prepares activity and status reports for review by superiors.
- Attends team meetings with medical, social service and/or educational professionals to provide vocational information on patients.
- Conducts job seeking skills group sessions for assigned patients.
- Provides job coaching and assists patients with problems at the job site. Interacts with job site supervisors to discuss and resolve problems.
- Operates computer equipment for data entry and retrieval.
- May serve as a sheltered workshop supervisor, as needed.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of agency policies, rules, and procedures governing employment activities.
- Knowledge of the duties and requirements of sheltered workshop employment.
- Knowledge of vocational counseling principles and techniques.
- Knowledge of state agencies and community-based organizations.
- Skill in interviewing to elicit relevant information.
- Skill in effective oral and written communication.
- Ability to prepare routine reports.
- Ability to maintain accurate and up-to-date records.
- Ability to complete and process standardized forms.
- Ability to make sound vocational assessments.
- Ability to conduct job seeking skills group sessions.
- Ability to develop and maintain effective working relationships.
- Ability to operate computer equipment for data entry and retrieval.

Job Requirements

JOB REQUIREMENTS for Vocational Rehabilitation Job Placement Specialist

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Six months experience in interviewing which includes using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.
2. Six months experience in applying laws, rules, regulations, standards, policies and procedures.
3. Knowledge of career counseling which includes assisting hard to serve job seekers to develop realistic and achievable employment goals; interviewing to obtain facts and explore issues; identifying obstacles or barriers to employment and jointly formulating employability development plans directed at employment outcomes.
4. Knowledge of vocational rehabilitation.



Office of Management and Budget/Human Resource Management

**Vocational Rehabilitation Counselor I (#MDDU01) \$31,440.00 Yearly
Min / \$39,300.00 Yearly Mid / \$47,160.00 Yearly Max**



[Email Me when a Job Opens for the above position\(s\)](#)

Summary Statement

A class incumbent is responsible for the provision and coordination of rehabilitative services for physically or mentally disabled clients for the purpose of developing and implementing an individualized rehabilitation program leading to employment.

Nature and Scope

This is rehabilitation counseling work at the entry level, working with less severely disabled clients, with supervision from an administrative superior. Employees in this class have limited caseloads, rehabilitative goals, and work with an established number and type of clients classified as severely disabled. Significant aspects of work in this class will involve obtaining and evaluating relevant information to determine eligibility for vocational rehabilitation services, establishing individualized rehabilitative plans, and coordinating a variety of necessary services. In addition, the incumbent will provide counseling and guidance, job development and placement services and establish and maintain working relationships with community resources.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one

position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Obtains, reviews and analyzes relevant medical, psychological, psychiatric, social, educational and vocational data to determine eligibility for vocational rehabilitation services.
- Provides specialized counseling to clients and family members to aid in achieving satisfactory vocational adjustment.
- Formulates individualized written rehabilitation plan to meet clients' needs.
- Coordinates service with other agencies, hospitals, clinics, schools and other community resources to meet the needs of the client and monitor client's progress.
- Provides job development and placement services to include follow-up to ensure satisfactory adjustment to the job.
- Prepares case documentation and reports to justify expenditures and monitor client progress and outcome.
- Locates, develops and maintains referral sources of disabled persons.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of principles and techniques of counseling and crisis intervention.
- Knowledge of principles and practices of casework management.
- Knowledge of disabling conditions and associated functional restrictions/limitations.
- Ability to learn transferable skills, job modifications, adaptive devices, labor market analysis and job placement of handicapped.
- Ability to learn and apply applicable division regulations, policies, and procedures, and federal guidelines conforming to vocational rehabilitation.
- Ability to learn community resources, their components and criteria for assessing same.
- Ability to analyze and interpret medical, psychiatric, psychological and vocational information.
- Ability to influence and modify behavior and attitude with respect to acceptance of disability, appropriate goal setting and vocational planning.

- Ability to establish and maintain effective working relationships with medical community, public/private agencies, family, employers and co-workers.

Job Requirements

JOB REQUIREMENTS for Vocational Rehabilitation Counselor I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor's degree or higher in Rehabilitation Counseling, Social or Behavioral Science or related field.
2. Knowledge of case management which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs using effective counseling or interviewing techniques as well as other available resources such as service plans or case management systems.
3. Knowledge of vocational rehabilitation.
4. Knowledge of interpreting vocational rehabilitation laws, rules, regulations, standards, policies and procedures.
5. Knowledge of making recommendations as part of a client's service plan such as clinical treatment, counseling, or determining eligibility for health or human services/benefits.
6. Knowledge of narrative report writing.



Office of Management and Budget/Human Resource Management

Vocational Rehabilitation Counselor II (#MDDU02)

We are currently accepting applications from eligible State of Delaware EMPLOYEES ONLY for this position. To apply, please close this pop-up window and then click on the link for Internal State of Delaware Jobs. \$38,515.00 Yearly Min / \$48,144.00 Yearly Mid / \$57,773.00 Yearly Max



[Email Me when a Job Opens for the above position\(s\)](#)

Summary Statement

A class incumbent is responsible for the provision and coordination of rehabilitative services for physically or mentally disabled clients for the purpose of developing and implementing an individualized rehabilitation program leading to employment and/or independent living.

- Initiate, authorize and encumber funds not to exceed amount determined by the Division Director.

Nature and Scope

This is rehabilitation counseling work at the full performance level, working with general supervision from an administrative superior. This class is differentiated from the next lower class by serving an increased number of severely disabled clients, authority to initiate specified rehabilitation plans, authorize and encumber funds and make certain casework decisions independent of supervisor review. Significant aspects of the work will be obtaining and evaluating relevant information to determine eligibility for vocational rehabilitative services, establishing individualized rehabilitation plans, and coordinating a variety of necessary services. In addition, the incumbent will provide specialized counseling and guidance, job development and placement services, establish and maintain employers' accounts and serve as liaison with related agencies and institutions.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Obtains, reviews and analyzes relevant medical, psychological, psychiatric, social, educational and vocational data to determine eligibility for vocational rehabilitation services.
- Provides specialized counseling to clients and family members to aid in achieving satisfactory vocational adjustment.
- Formulates individualized written rehabilitation plans to meet client's needs.
- Coordinates services with other agencies, hospitals, clinics, schools and other community resources to meet the needs of the client, and monitor client progress.
- Initiates rehabilitation plans, authorize and encumber funds for plans, not to exceed amount determined by DVR Director.
- Provides job development and placement services to include establishment and maintenance of employer accounts and follow-up to insure satisfactory adjustment to the job.
- Serves as a liaison for division with related agencies and institutions.
- Prepares case documentation and reports to justify expenditures and monitor client progress and outcome.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the organization, development, and objectives of vocational rehabilitation programs.
- Considerable knowledge of principles and techniques of counseling and crisis intervention, and casework management.
- Knowledge of transferable skills, job modification, adaptive devices, labor market analysis and job placement of the handicapped.
- Considerable knowledge of disabling conditions and associated functional restrictions/limitation.
- Skill in analyzing and interpreting medical, psychiatric, psychological, educational and vocational information.
- Ability to learn state and community resources, their components and criteria for assessing same.
- Ability to learn and apply applicable division regulations, policies and procedures, and federal guidelines on vocational rehabilitation.
- Ability to influence and modify client behavior and attitude with respect to acceptance of disability, appropriate goal setting, vocational planning, etc.
- Ability to establish and maintain effective working relationships with medical community, public and private agencies, clients' family and employers.
- Ability to effectively manage case service funds.

Job Requirements

JOB REQUIREMENTS for Vocational Rehabilitation Counselor II

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Master's degree or higher in Rehabilitation Counseling, Social or Behavioral Science or related field OR Certified Rehabilitation Counselor (CRC) designation.
2. At least one year experience in vocational rehabilitation.
3. Six months experience in analyzing and interpreting medical, psychiatric, psychological, psycho-social, educational and vocational reports from medical, psychological, and other experts to determine eligibility or an individual's vocational rehabilitation needs.
4. Six months experience in case management which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs.
5. Six months experience in health or human services work which includes applying theories, principles, laws and practices of health or human services programs and services that assist with and improve life for individuals, families, or communities such as financial support, employment, unemployment, housing, health care, disease prevention, substance abuse, child protective services, physical/mental health treatment and prevention or rehabilitation.

6. Six months experience in interpreting vocational rehabilitation laws, rules, regulations, standards, policies and procedures.



Office of Management and Budget/Human Resource Management

**Vocational Rehabilitation Senior Counselor (#MDDU03) \$41,206.00 Yearly Min
/ \$51,507.00 Yearly Mid / \$61,808.00 Yearly Max**



[Email Me when a Job Opens for the above position\(s\)](#)

Summary Statement

A class incumbent is responsible for the provision and coordination of Vocational Rehabilitation services for eligible individuals with physical or mental disabilities by developing and implementing an individualized plan for employment in partnership with the individual and assisting the individual to achieve employment and independent living.

Nature and Scope

The incumbent manages the vocational rehabilitation process for individual clients on an independent basis. Individuals in this class have experience in providing services for individuals leading to employment in a manner consistent with the goals and the requirements of the governing laws, rules, regulations, and policy. The Vocational Rehabilitation Senior Counselor is differentiated from the Vocational Rehabilitation Counselor II by performing the most advanced level work with the most complex caseloads and making recommendations on new service providers. Incumbents have autonomy in authorizing and encumbering funds subject to normal quality assurance reviews, performing tasks reserved for qualified vocational rehabilitation counselors under the law, and for acting as a trainer and mentor for incumbents in the Vocational Rehabilitation Counselor I classification. Qualified vocational rehabilitation counselors is defined as meeting the standards for national certification.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Determine eligibility for vocational rehabilitation program services by applying complex statutory and regulatory standards to relevant medical, psychological, psychiatric, social, educational and vocational data regarding the individual applicant.
- Provide specialized vocational rehabilitation counseling and guidance to enable clients to make informed choices about goals and services, develop plans for employment, select appropriate services, and motivate the client to effect a change in attitude, abilities, and to grow from dependence to independence through employment.
- Develop and approve individualized plan for employment which identifies services and performance measures to achieve an employment goal consistent with the clients abilities,

capabilities, priorities, and consistent with the individual's informed choices.

- Determine the availability of comparable services and benefits available without cost from other public and private organizations and utilize such services and benefits when appropriate according to complex statutory standard.
- Coordinate and integrate services provided by other agencies, medical providers, educational institutions, and community resources in order to achieve vocational rehabilitation goals identified in the individualized plan for employment. Locates, develops and maintains referral sources of individuals with disabilities.
- Implement approved individualized plans for employment by procuring identified goods and services, authorizing and encumbering funds, and monitoring clients' progress in achieving identified performance measures.
- Periodically review the individualized plan for employment, monitor clients progress in achieving plan goals, targeted time lines and performance measures, and amend individualized plan for employment to meet changing circumstances and individual needs.
- Provide job development and placement services to include developing relationships with employers and follow up to ensure satisfactory adjustment to job.
- Provides expert testimony in legal proceedings.
- Participates in extended employment reviews of rehabilitation facilities.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the applicable theories, components, techniques, medical and psychological aspects of vocational rehabilitation.
- Knowledge of the principles and techniques of person-centered counseling and case management in an environment of informed choice and mutual decision-making.
- Knowledge of problem solving techniques and crisis intervention to address problems that impede the rehabilitation process.
- Knowledge of personal and social factors, adaptive functioning, personality, economic, psychological and physiological factors and the manner in which they impact the mind and functioning of individuals with disabilities.
- Knowledge of career development theories, occupational alternatives, labor market information, architectural and functional barriers to employment, job accommodation principles, functional analysis of job related duties, and rehabilitation technology solutions.
- Knowledge of the existence, onset, severity, progression, symptoms, medical factors, functional limitations/capabilities, and transferable skills, of individuals with a wide range of disabilities.

- Knowledge of the principles and application of disability related legislation, including but not limited to the Rehabilitation Act, the Workforce Investment Act, the Americans with Disabilities Act, and the Individuals with Disabilities in Education Act, and applicable department and division policies and procedures.
- Knowledge of other available sources of services for individuals with disabilities from a wide variety of public, private, and non-profit agencies and program, program components and eligibility for such services.
- Skill in independently reviewing, analyzing and interpreting medical, psychiatric, psychological, psycho-social, educational and vocational reports from medical, psychological, and other experts, and integrating the results into a holistic understanding of the dynamics of the individual's disability and vocational rehabilitation needs.
- Skill in establishing and maintaining a counseling relationship, facilitating independent decision-making, and personal responsibility for individuals with disabilities.
- Ability to act as an advocate and professional resource for medical/psychological community, community service providers, employers, and other public agencies in developing and implementing a vocational rehabilitation plan for individuals with disabilities.

Job Requirements

JOB REQUIREMENTS for Vocational Rehabilitation Senior Counselor

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Master's degree or higher in Rehabilitation Counseling, Social or Behavioral Science or related field OR Certified Rehabilitation Counselor (CRC) designation.
2. At least two years' experience in vocational rehabilitation.
3. Three years' experience in analyzing and interpreting medical, psychiatric, psychological, psycho-social, educational and vocational reports from medical, psychological, and other experts to determine eligibility or an individual's vocational rehabilitation needs.
4. Three years' experience in case management which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs.
5. Six months experience in health or human services work such as applying theories, principles, laws and practices of health or human services programs and services that assist with and improve life for individuals, families, or communities such as financial support, employment, unemployment, housing, health care, disease prevention, substance abuse, child protective services, physical/mental health treatment and prevention or rehabilitation.
6. Six months experience in interpreting vocational rehabilitation laws, rules, regulations, standards, policies and procedures.



Office of Management and Budget/Human Resource Management

**Vocational Rehabilitation Program Specialist (#MDDZ75) \$44,094.00
Yearly Min / \$55,117.00 Yearly Mid / \$66,140.00 Yearly Max**



[Email Me when a Job Opens for the above position\(s\)](#)

Summary Statement

A class incumbent is responsible for planning, developing, implementing, overseeing and evaluating Statewide programs for Division of Vocational Rehabilitation clients.

Nature and Scope

A class incumbent functions under the direction of the Deputy Director for client services and is involved in program administration work planning, developing, implementing, monitoring, and evaluating Statewide programs for agency clients. These programs are consistent with current agency and Federal policies, initiatives and/or directives and include pilot projects, maintenance of existing programs, incorporation of new policy, techniques and methods in the modification of existing programs. The aim of these programs is to achieve desired agency goals and objectives, answer compliance with regulations, correct services or program deficiencies and improve or expand programs. This position coordinates the use of staff, consultants and other agencies to bridge service gaps, improve or expand service delivery, avoid duplicating services and maximize the utilization of resources.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Examines current rehabilitation practices, precedents, agency and Federal priorities for client services and conducts research to design new or modify existing Statewide local programs to achieve desired outcomes.
- Prepares and submits grant applications and program proposals for approval or funding.
- Coordinates Statewide program activities including securing additional funding to support programs, developing procedures to implement programs and supervising program staff.
- Prepares contracts and agreements for approval.

- Prepares program/project budgets and monitors, manages and approves project/program expenditures.
- Evaluates and audits program performance and prepares reports including statistical and analytical elements, to assess program effectiveness.
- Represents the agency to other agencies in the State and region.
- Conducts Quarterly Program Reviews and Extended Employment Reviews.
- Coordinates the activities of committees and subcommittees of the statewide governor's Committee on Employment of the Handicapped to carry out objectives of promoting employment, training and educational opportunities for the handicapped, favorable legislation, architectural accessibility and public awareness of handicapped issues.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the organization, development and objectives of vocational rehabilitation programs.
- Knowledge of transferable skills, job modification, adaptive devices, labor market analysis and job placement of the handicapped.
- Knowledge of community resources and programs.
- Ability to interpret and apply vocational rehabilitation policies and procedures.
- Ability to establish effective working relationships with a broad range of organizations, professionals and administrators;
- Ability to analyze and interpret data and complex regulations.
- Ability to communicate agency goals, objectives and purpose to other organizations.
- Ability to conduct research.
- Ability to coordinate inter-departmental services.
- Ability to prepare budget proposals, monitor and report expenditures.

Job Requirements

JOB REQUIREMENTS for Vocational Rehabilitation Program Specialist

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor's degree or higher in Rehabilitation Counseling, Social, Behavioral Science or related field.
2. Three years' experience in health or human services work such as applying theories, principles, laws and practices of health or human services programs and services that assist with and improve life for individuals, families, or communities such as financial support, employment, unemployment, housing, health care, disease prevention, substance abuse, child protective services, physical/mental health treatment and prevention or rehabilitation.
3. Six months experience in program evaluation which includes evaluating programs and services to identify problems, determine compliance and evaluate the effectiveness and efficiency to ensure program goals and overall objectives are met.
4. Six months experience in budget management and control which includes managing a budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue and maintaining, monitoring, projecting and controlling a budget within set policies and procedures.
5. Six months experience in recommending alternatives, improvements, courses of action and other changes based on findings.
6. Six months experience in interpreting vocational rehabilitation laws, rules, regulations, standards, policies and procedures.



Office of Management and Budget/Human Resource Management

Vocational Rehabilitation District Administrator
(#MDDZ73) \$47,184.00 Yearly Min / \$58,980.00 Yearly Mid /
\$70,776.00 Yearly Max



[Email Me when a Job Opens for the above position\(s\)](#)

Summary Statement

A class incumbent is responsible for the administration and management of vocational rehabilitation programs in a specific geographic area.

Nature and Scope

This is vocational rehabilitation work at the administrative/management level functioning with direction from an administrative superior. Incumbents in this class are responsible for planning, developing and implementing, interpreting and evaluating a broad area of the Vocational Rehabilitation programs for a specific district. A significant aspect of this work will involve administration and management of vocational rehabilitation service delivery, policy development, staff management, management of district budget and quality assurance and performance monitoring of facilities. In addition, the class incumbent will serve as a representative of the Division of Vocational Rehabilitation with community agencies, hospitals and legislature.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Plans and develops for approval and interprets service delivery policies and procedures, ensuring compliance with State and Federal regulations.
- Provide administrative and management direction to district staff to ensure quality vocational rehabilitation service, adherence to qualitative performance standards, availability of case service funds and current casework forms and related needs.
- Interviews, recommends on hirings and assists in orientation and training of staff and recommends and implements strategies for recruitment of new staff.
- Develops for approval and maintains Employee Performance Evaluation Standards and directs completions of employee performance reviews, employee

recognition and disciplinary actions.

- Assists in achieving cooperative working agreements with public and private organizations and monitors such agreements.
- Participates in performance monitoring of rehabilitation facilities through quarterly reviews of service providers and extended employment reviews of sheltered employment.
- Acts as liaison with community agencies and organizations and state agencies representing the Division of Vocational Rehabilitation at meetings and conferences and acts as an advocate for the handicapped.
- Participates in and cooperates with Federal and State audits, Federal Program Administration Reviews and special studies.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of management principles and practices, including organizational development, analysis and planning.
- Knowledge of Federal and State regulations and policies pertaining to Vocational Rehabilitation.
- Knowledge of the principles and practices of supervision including planning, assigning, reviewing and evaluating the work of staff.
- Knowledge of community resources and their program components.
- Ability to analyze, interpret and explain regulations and policies to staff, clients and the public.
- Ability to monitor and maintain records of expenditures.
- Ability to assign work and work-related responsibilities to maximize the quality and effectiveness of client services.
- Ability to establish and maintain effective working relationships with associates, service providers, vendors, and community resources staff.
- Ability to publicly present the vocational rehabilitation program, its goals and purposes.
- Ability to communicate effectively both orally and in writing.

Job Requirements

JOB REQUIREMENTS for Vocational Rehabilitation District Administrator

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor's degree or higher in Rehabilitation Counseling, Social or Behavioral Science or related field.
2. Three years' experience in health or human services work such as applying theories, principles, laws and practices of health or human services programs and services that assist with and improve life for individuals, families, or communities such as financial support, employment, unemployment, housing, health care, disease prevention, substance abuse, child protective services, physical/mental health treatment and prevention or rehabilitation.
3. Three years' experience in interpreting vocational rehabilitation laws, rules, regulations, standards, policies and procedures.
4. Knowledge of program administration such as overseeing and directing the development, implementation and evaluation of programs and services; planning and establishing short and long range program goals and objectives. Providing advice to other agency organizational units through consultation.



Office of Management and Budget/Human Resource Management

**Vocational Rehabilitation Deputy Director (#MDDZ76) \$61,848.00
Yearly Min / \$77,310.00 Yearly Mid / \$92,772.00 Yearly Max**



[Email Me when a Job Opens for the above position\(s\)](#)

Summary Statement

The purpose of the class is to manage the assigned section of the Agency efficiently and effectively so that yearly goals and objectives are met.

Nature and Scope

This is administrative management work overseeing one of the following major sections: disability determination service, vocational rehabilitation client service or administrative services. A class incumbent functions under the direction of the Division Director and is responsible for the achievement of the division goals and objectives set for the assigned section. Incumbents in this class have responsibility for overseeing functions that include production, personnel, fiscal, planning, evaluation and quality control. The class incumbent develops and implements program policies and procedures. Assignments require independent judgment and are carried out in accordance with applicable state and federal laws and regulations.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Oversees and directs, through subordinates or supervisory staff, a major section, either disability determination service, vocational rehabilitation service or administrative services.
- Ensures compliance with all applicable state and federal laws, rules, regulations and policies.
- Determines staffing needs, sets standards for performance, establishes performance evaluation procedures and recruits new staff for the purposes of performance and production.
- Develops and ensures that production goals are met by taking all necessary action through staff and resource utilization.

- Oversees and directs the planning, implementing and evaluating of all ongoing programs.
- Assesses the need for, oversees, and directs the development and implementation of new programs that meet changing priorities or new national program initiatives.
- Develops budgets and monitors expenditures.
- Develops new policies and programs to meet the changing needs of disabled people.
- Represents the Division at conferences, meetings and serves on local, regional and national committees related to Divisional programs.
- Handles special assignments at the discretion of the Director.
- May serve as Acting Director in the absence of the Director.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the principles, practices and processes of Vocational Rehabilitation, Disability Adjudication and Administrative Services.
- Knowledge of relevant laws, rules, regulations and policies and their interpretation and application.
- Knowledge of the techniques and program administration and supervision including budget development and staffing.
- Ability to learn state budgeting process and auditing procedures.
- Ability to conceptualize and develop new programs, based on identified needs or new initiatives.
- Ability to plan, direct and evaluate the work of staff.
- Ability to define goals and develop policy and procedures.
- Ability to organize, analyze and interpret information.
- Ability to identify and resolve program obstacles or deterrents.
- Ability to establish and maintain effective working relationships, both internally and externally.

Job Requirements

JOB REQUIREMENTS for Vocational Rehabilitation Deputy Director

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor's degree or higher in Behavioral or Social Science, Business Administration, Public Administration or related field.
2. Six months experience in vocational rehabilitation or disability evaluation program administration such as overseeing and directing the development, implementation and evaluation of vocational rehabilitation or disability evaluation programs and services; planning and establishing short and long range program goals and objectives. Providing advice to other agency organizational units through consultation.
3. Six months experience in budget administration which includes managing, developing, analyzing and implementing budgets; developing strategic plans and establishing internal control.
4. Six months experience in interpreting vocational rehabilitation or Social Security Administration laws, rules, regulations, standards, policies and procedures.
5. Six months experience in developing policies and procedures.
6. Six months experience in staff supervision of two or more employees which includes to plan, assign, review, discipline, recommend hire, promotion, termination and administer performance plans and reviews.



Office of Management and Budget/Human Resource Management

Employment Services Specialist I (#MDDDB01) \$29,384.00 Yearly Min / \$36,730.00 Yearly Mid / \$44,076.00 Yearly Max

Employment Services Specialist II (#MDDDB02) \$33,638.00 Yearly Min / \$42,047.00 Yearly Mid / \$50,456.00 Yearly Max

Employment Services Specialist III (#MDDDB03) \$35,994.00 Yearly Min / \$44,992.00 Yearly Mid / \$53,990.00 Yearly Max

Employment Services Supervisor (#MDDDB04) \$38,515.00 Yearly Min / \$48,144.00 Yearly Mid / \$57,773.00 Yearly Max



[Email Me when a Job Opens for the above position\(s\)](#)

Description of Occupational Work

This class series uses four levels of work in the Health and Human Services occupational group, Human Services occupational series. This class series describes employment placement services for both job seekers and employers. Employment placement services include core services, intensive services, training services and supportive services. Core services include activities such as orientation of job seekers to levels of services available, conducting a job search, placement assistance, career counseling and assessment of job seeker skill levels. Intensive services include comprehensive assessments, individual or group career counseling, job development and referral, formulating employment plans, and assisting eligible job seekers in receiving education and training. Training services include working with job seekers in obtaining occupational skills training, OJT, entrepreneurial training, job readiness training and adult education and literacy. Supportive services include but are not limited to transportation, child care, dependent care, housing, and needs-related payments necessary to enable an individual to participate in employment and training.

Note: This career ladder series incorporates Employment Services Specialist I, II and III; specifically, depending upon agency needs, positions can be classified up to the III level (highest level in the career ladder). The Employment Services Specialist I is to provide entry for hiring new employees into the class series but does not preclude hiring new employees at the higher levels. To implement the career ladder, current employees are assigned to the level for which they meet minimum qualifications and promotional standards for those levels assigned to an agency. Employees may

advance through the career ladder in accordance with promotional standards applicable to the employing agency. The promotional standards, part of a selection document under separate cover, set forth the criteria that define and describe the complexity of work required for advancement through the career ladder.

The Employment Services Supervisor, although not part of the career ladder, provides competitive opportunity for movement of employees.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Conducts individual and group intake sessions to orient job seekers and employers to the services available and instructs and coaches job seekers/employers on using resources/equipment available.
- Conducts individual or group assessments to determine level of service needs.
- Identifies job seeker's employment potential using assessment tools and labor market information.
- Assists job seekers to develop realistic and achievable employment goals; identifies obstacles/barriers to employment; jointly formulate employability development plans directed at employment outcomes.
- Refers clients to employers for possible job placement based upon comparison of applicant qualifications to employer job requirements.
- Refers clients to educational and other support service agencies to resolve obstacles to employment.
- Develops job placement opportunities.
- Works with eligible job seekers to obtain training from state approved training institutions or explores other avenues for pursuing training and employment goals.
- Monitors job seeker's progress towards completion of employability development plan and modifies as necessary.

Levels of Work

Employment Services Specialist I

The Employment Services Specialist I is the first level in this series.

- Conducts orientation for job seekers to levels of services available and conducts workshops on topics such as successful interviewing.
- Provides assessment of job seeker skill levels, placement assistance, and career counseling. Makes critical assessments for intensive service eligibility or referral to other community based organizations.
- Manages a limited number of less complex cases.
- Attends training programs and receives on the job training.

Employment Services Specialist II

The Employment Services Specialist II is the full performance level providing the full range of employment services.

- Performs the full range of employment services, i.e., core services, intensive services, training services and supportive services. In addition to providing core employment services, work includes providing intensive, training and supportive services. Intensive services involve conducting comprehensive assessment of job seeker skills and needs that may include administering tests, developing individual employment plans, conducting individual and group career counseling, and short term pre-vocational services. Training services involves working with job seekers to obtain occupational skills training, OJT, skills upgrading, job readiness training and other education/training.
- Performs more complex employment services work such as identifying employment barriers and developing appropriate employment goals.
- Provides case management services to customers eligible for intensive and training services.
- Encumbers funds for provision of services.

Employment Services Specialist III

The Employment Services Specialist III is the advanced level providing the full range of employment services.

- Performs advanced level work. Conducts comprehensive assessment of job seekers skill levels and service needs for the hard to serve population, i.e., Welfare to Work, Prison to Work, Moving to Work.
- Provides technical assistance to lower level Employment Specialists.
- Performs special program activities developed by the Workforce Investment Board.

Employment Services Supervisor

This is the first line supervisory level.

- Supervision is exercised over at least two or more merit, full time positions (per the Merit Rules), one of which must be in the Employment Services Specialist series. The elements of supervision including planning, assigning, reviewing, evaluating, coaching, training and recommending hire, fire and discipline. Supervision must include responsibility, as needed, for providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals and resolving informal grievances.
- Assigns caseloads to staff based upon complexity of cases.
- Monitors program operations against office/division goals and objectives; makes recommendations to correct deficiencies and/or improve service delivery and action plans; ensures compliance with established policies, procedures, rules and regulations.
- Assists the area manager in developing an annual plan of service.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the knowledge, skills and abilities listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the laws, rules, regulations and procedures that govern employment and training activities.
- Knowledge of job duties, titles, requirements of various occupations.
- Knowledge of community based organization and social service agencies.
- Knowledge of self-help services available to clients and employers.
- Knowledge of computer hardware/software operations for data entry/retrieval.
- Knowledge of career counseling methods and techniques.
- Knowledge of individual and group counseling methods and techniques.
- Ability to make appropriate referrals for job opportunities.
- Ability to communicate effectively in written and oral form.
- Ability to effectively interact with others from a variety of diverse ethnic, social and/or educational backgrounds.
- Ability to develop and organize workshop materials and present/facilitate workshops.
- Ability to promote the benefits of self-help services (e.g., electronic labor exchange, related Internet applications) and other job search tools.

In addition to the above knowledge, skills and abilities, the Specialist II requires:

- Knowledge of case management methods and techniques.
- Skill in career counseling methods and techniques.

In addition to the above knowledge, skills and abilities, the Specialist III requires:

- Skill in job placement and developing employability plans for the most complex cases, e.g., welfare to work job seekers and prison to work job seekers.

In addition to the above knowledge, skills and abilities, the Supervisor level requires:

- Knowledge of supervisory principles and practices.
- Knowledge of human resources regulations, policies and procedures including affirmative action and equal employment opportunity.
- Ability to plan, assign, review and evaluate the work of subordinate staff.
- Ability to provide training to staff.

Job Requirements

JOB REQUIREMENTS for Employment Services Specialist I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Knowledge of career counseling which includes assisting hard to serve job seekers to develop realistic and achievable employment goals; interviewing to obtain facts and explore issues; identifying obstacles or barriers to employment and jointly formulating employability development plans directed at employment outcomes.
2. Knowledge of presenting training courses using a variety of training methods such as lecture, structured exercises, role play or group discussion as well as the use of training materials such as overheads, PowerPoint, handouts or videos.
3. Knowledge of using standard computer software programs for word processing, spreadsheets or databases.
4. Knowledge of narrative report writing.

JOB REQUIREMENTS for Employment Services Specialist II

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. One year experience in career counseling which includes assisting hard to serve job seekers to develop realistic and achievable employment goals; interviewing to obtain facts and explore issues; identifying obstacles or barriers to employment and jointly formulating employability development plans directed at employment outcomes.
2. One year experience in presenting training courses using a variety of training methods such as lecture, structured exercises, role play or group discussion as well as the use of training materials such as overheads, PowerPoint, handouts or videos.

3. One year experience in using standard computer software programs for word processing, spreadsheets or databases.
4. One year experience in narrative report writing.
5. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
6. Knowledge of case management which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs.

JOB REQUIREMENTS for Employment Services Specialist III

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Two years' experience in career counseling which includes assisting hard to serve job seekers to develop realistic and achievable employment goals; interviewing to obtain facts and explore issues; identifying obstacles or barriers to employment and jointly formulating employability development plans directed at employment outcomes.
2. Two years' experience in presenting training courses using a variety of training methods such as lecture, structured exercises, role play or group discussion as well as the use of training materials such as overheads, PowerPoint, handouts or videos.
3. One year experience in case management which includes assessing, planning, developing, implementing, monitoring, and evaluating options and services to meet an individual's human service needs.
4. One year experience in interpreting laws, rules, regulations, standards, policies, and procedures.
5. One year experience in using standard computer software programs for word processing, spreadsheets or databases.
6. One year experience in narrative report writing.